



**United States Army Garrison, Heidelberg
Environmental Management System's
Cross Functional Team
27 July 2005
Meeting Summary**

Ms. Osborne-Flesch opened the meeting by welcoming the group and introducing Ms. Isabelle Fahimi who will serve as her replacement during her maternity leave. Ms. Fahimi took a few moments to familiarize the group with details of her experience and qualifications. Ms. Osborne-Flesch then went over the handouts provided to the attendees and requested that each make sure that they review two procedures in particular:

- 1) EMS-4.6 Management Review Procedure; and,
- 2) EMS-4.5.4 Internal EMS Audit Procedure

Ms. Osborne-Flesch explained to the group that their review of these procedures would be essential during the next few months in which they will be asked to assist in conducting the 2005 Internal EMS Audit assessment. Training will be conducted on the actual audit process by Ms. Fahimi during the next Cross Functional Team (CFT) meeting, set for 17 August 1005. The audit process requires the designation of an audit team consisting of members from the CFT. An Audit Team Leader will be designated who will be in charge of the conduct of the assessment and the finalization of the assessment report. Members of the CFT should be familiar with the methods which will be utilized during the assessment so that any questions or clarifications that they require can be posed during the training session in August.

Following this discussion, Ms. Osborne-Flesch introduced Ms. Laura Hettinger, the Garrison Pollution Prevention (P2) Manager. Ms. Hettinger described the P2 program's upcoming Opportunity Assessments and requested that individual units volunteer to participate in identifying potential areas in which P2 can assist them in decreasing the amount of waste generated and/or the costs associated with their operations through utilization of pollution prevention principles.

Following the discussion of the P2 Opportunity Assessments, Ms. Fahimi discussed the status of the EMS Objectives and Targets for 2005. Ms. Fahimi indicated that draft training and Standard Operating Procedures (SOP) had been developed for the Significant Impacts related to Energy Consumption and Solid Waste Generation in Offices and Administrative Areas. These Job Specific training and operating instructions are currently under review by media area experts and will be submitted for command approval and release in the next few weeks. Ms. Osborne-Flesch



emphasized the importance of the CFT members communicating these requirements, once approved for distribution, to the personnel within their units. The CFT will play an important role in ensuring that the Objectives and Targets are met during the upcoming year by communicating the associated steps for corrective action to their commands. All signed EMS-related procedures, training and SOPs are available on the DPW's Environmental Division's website (<http://www.dpw.heidelberg.army.mil/environmental/environmental.htm>) for download and CFT members should begin to make the personnel within their units aware of the website as an irreplaceable resource for environmental information.

Ms. Fahimi continued her discussion of the current status of the 2005 EMS Environmental Management Programs (EMP) by indicating that the Table of Distribution and Allowances (TDA) change request is currently being managed by DOL. Ms. Osborne-Flesch explained that, due to recent changes in employment within the S-4, the exact location of the formal TDA request is now being tracked by Mr. Fernando Ortiz, 26th Area Support Group (ASG) S-4. Ms. Osborne-Flesch further explained that the request for change has been accepted and has resulted in the Directorate of Public Works to accomplish the EMS target by replacing the end-of-life vehicles more environmentally feasible vehicles that meet the current European emission standards.

Ms. Fahimi completed her discussion by reporting to the CFT that the final portion of the EMS Manual (the first introductory overview section) is nearing completion and will soon be submitted to the Garrison Command for review, approval and release. A question was raised concerning the management of materials distributed during the development of the EMS over the last two years. Ms. Osborne-Flesch replied that once the EMS Manual has been completed, all draft copies of the procedures that were earlier distributed for CFT review and revision could be discarded.

After MS. Fahimi had completed her presentation, Ms. Osborne-Flesch discussed several upcoming topics and reminded the CFT members to ensure that they had official EMS CFT appointment letters signed by their unit or organizational commander; a copy of the Appointment Letter had been distributed with the invitation for this meeting and Should be completed and returned to the EMS Coordinator as soon as possible. In addition, Ms. Osborne-Flesch requested that all the members of the CFT review the 2004 Inventory of Aspects and Impacts in order to ensure that they have been updated to reflect current mission and unit activities. Ms. Osborne-Flesch emphasized that CFT members should not wait until the last moment to conduct this review as it is quite involved and would require several hours of their time. As examples of potential changes to last years Inventory, Ms. Osborne-Flesch mentioned that changes in unit stationing and building utilization should be reflected in an updated Building Registry as well as in the Inventory for it



would affect the potential overall impacts of each kasserne.

During the Discussion and Questions session, several members of the CFT had questions or comments regarding the legal drivers for enforcement of recycling on USAG-Heidelberg personnel. Ms. Zack, one of the legal representatives on the CFT, stated that she would investigate the legal implications and possibilities of possible incentives and penalties for personnel observed disregarding recycling requirements.

Ms. Osborne-Flesch also mentioned that, due to the generosity of the Hospital, the Environmental Division had been able to purchase approximately 37 sets of three recycling bins for distribution to areas within the USAG-Heidelberg. Ms. Osborne-Flesch asked the group for suggestions for locations where their placement would be of the most benefit to the recycling program. Several ideas for locations were generated, including the training facilities, the CSC, and other high-traffic areas involved with public and administrative use. In the next month, the Environmental Division will develop a list of areas and will submit that for approval by the Fire Department and the USAG-Heidelberg Chief of Staff.

SGT Modelski, from the US Army Hospital (USAH), brought up the problem of color-coding of the recycling containers. The USAH is required by central command to reserve blue containers for the management of infectious materials. Therefore, SGT Modelski enquired if he could spray paint the containers he currently has for the collection of paper products to another color to prevent confusion and contamination of waste streams. Mr. Travis Vowinkle, the USAG-Heidelberg Solid Waste and Recycling Manager, stated that such an approach was completely acceptable and appropriate for the circumstances.

In summarization, Ms. Osborne-Flesch announced that the next CFT meeting, scheduled for 17 August 2005 at Tompkins Barracks, Building 4219 at 13:30 hours, would be her last. Directions to the meeting location were provided and are as follows:

Immediately after entry at the Tompkins Barracks Main Gate take a Right at the First Drive. Building 4219 is Beside the Parking Lot, Next to German Kanteen.

Each attended was provide a copy of the following material:

1. Copy of the Meeting Agenda;



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2. Copies of individual EMS Procedures (Emergency Preparedness and Response, Management Review, Evaluation of Compliance, Program Management, Monitoring and Measuring, Operational Control, EMS Audit)
 3. Copy P2 opportunity assessment information sheet

Upcoming Meetings:

17 August 2005, 1330, Tompkins Barracks, Building 4219

Attendees:

Mr. George Quick, AMC-DS-2
Mr. Randy Hamilton, RCO-Seckenheim
Ms. Laura Hettinger, USAG-HD DPW ED
Mr. Travis Vowinkel, USAG-HD DPW O&M
Ms. Sophie Zach, OSJA
SGT Modelski, USAMH
Ms. Fedena Mathis, CPD
Mr. Dan Welch, Chief ED

Catherine M. Osborne-Flesch
USAG-HD DPW ED
EMS Coordinator

DISTRIBUTION:

Cross Functional Team Members
MAJ Capps, USAG-HD DPW
Mr. Taylor, USAG-HD DPW
Mr. Tafoya, USAG-HD Operations Manager